

25 YEAR RE-REVIEW

~~CONFIDENTIAL~~

9 June 1954

25X1 MEMORANDUM TO: [REDACTED]

Special Assistant to the Director

SUBJECT:

Administrative Audit Difference Statement
Reflecting Disallowance of \$3.40 from
Travel Claim Covering Period 1 - 7 May 1954

1. Your question to Colonel White regarding the propriety of the subject disallowance has been referred to me for review.

2. A review of travel order number [REDACTED], which constitutes authority for reimbursement for the TDY trip to New York City and return, reveals that allowance for use of privately owned automobile was limited to "seven cents per mile, not to exceed cost by common carrier" (under-scoring supplied).

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3. In any case wherein a traveler is authorized to utilize a privately owned automobile on a mileage basis subject to the limitation that the cost shall not exceed the cost by common carrier, it is necessary that the claim as submitted by the traveler be compared with the constructive cost by common carrier, including the constructive cost of per diem by that mode of transportation. The allowable reimbursement in such case may not exceed the constructive cost by common carrier. This comparison and basis of reimbursement has been affirmed by decision of the Comptroller General [REDACTED]

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4. In the case of your claim, air travel was utilized as the basis for constructive cost determination for comparative purposes, since that method of transportation resulted in the greater constructive cost and such mode of travel could have been properly utilized by you. The time of departure from Headquarters and New York selected for constructive cost purposes were such as to assure arrival in New York by the time of actual arrival and to have permitted departure at actual time of departure.

5. In view of the above, it would appear that the disallowance made in your claim was in order and required by the terms of your travel order. Accordingly, it is necessary that we request refund of [REDACTED] in order that your account may be cleared. The Administrative Audit Difference Statement is attached.

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Attachment [REDACTED]

[REDACTED]
Chief, Finance Division

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~~SECRET~~

(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

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TO	INITIALS	DATE
1		
2	Special Assistant to the Director	
3	2040 L Building	
4		
5		
FROM	INITIALS	DATE
1	Finance Division	9 June 54
2		
3		

☐ APPROVAL☐ INFORMATION☐ SIGNATURE☐ ACTION☐ DIRECT REPLY☐ RETURN☐ COMMENT☐ PREPARATION OF REPLY☐ DISPATCH☐ CONCURRENCE☐ RECOMMENDATION☐ FILE

Remarks:

~~SECRET~~

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UNCLASSIFIED

FORM NO. 20-4

Previous editions may be used.

U. S. GOVERNMENT PRINTING OFFICE

16-68548-2

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S E C R E T

TO

[Redacted]

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FROM : Payroll and Travel Branch, Finance Division

SUBJECT : Uncleared Travel Advances

1. Your travel claim for the period from [Redacted] to

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[Redacted] has been processed and credit in the amount of

[Redacted] has been applied to your travel advance of

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[Redacted] leaving a balance due the Agency of [Redacted]

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25X1 2. Agency Regulations, as expressed [Redacted] dated 7 December 1953,

require that unused portions of travel advances be refunded at the time accountings are submitted. This notice further provides that in any case where travel advances are not liquidated when accountings are submitted, the unliquidated balance of the advance will be deducted from accrued salary after appropriate notice to the employees.

3. In order to avoid the necessity of withholding your pay to liquidate the above balance, you are urged to refund the amount due without further delay. The refund may be made to Room 2206, I-Building, either in cash or by check made payable to Paul Leventhal.

4. The amount reflected above constitutes only the balance of the advance made to cover the expense of travel for which the above accounting was rendered. If you have other advances for which you have not rendered accountings and/or appropriate refunds, you are urged to liquidate them promptly and thus avoid the necessity of additional deductions from your salary.

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[Redacted]

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